



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	AIRPORT OPERATIONS COORDINATOR
Posting Number	PN# 103677
Department	Houston Airport System
Division	William P. Hobby Airport
Section	Operations
Reporting Location	7800 Airport Blvd.*
Workdays & Hours	Shift work including rotation, weekends and holidays *
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Promotes a safe, friendly, efficient airport environment to meet customer's needs. Interacts with airport tenants and customers while using effective management skills. Maintain a team atmosphere with internal customers to achieve the goals/mission of the airport. Monitors federal, state, and airport operating rules and regulations and issues corrective actions for deviations. Deals with safety inspections in the aircraft movement area and in the terminal area, taking corrective action as required. In addition, works with FAR's and airport circulars as they relate to airport operations including emergency plans, runways and aircraft operating areas, airfield conditions and security. This may entail issuing NOTAMS, managing emergency situations, coordination of construction projects, maintaining safe operations, and other actions based on sound judgment and experience. Prepares and presents oral and written reports. Generates data and analysis reports and forms through the use of computer programs.

WORKING CONDITIONS

Performing these duties will involve: walking and standing for extended periods; making visual observations and differentiating details; attending to details amid distractions; operate city vehicle and hand held radios; dealing with people in tense situations; speaking and writing clearly and effectively; being outside during inclement weather; and lifting up to forty (40) pounds. May be exposed to extended periods of extreme stress. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Business Administration, Public Administration or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of progressively responsible experience in airport operations are required. Directly related professional experience may substitute for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Considerable knowledge of airport operations and FAR 107 and the principles/procedures involved in the monitoring of airport operations, airline operations, airport security, FAA rules and regulations, an Airport Certification Manual and an Airport Emergency Plan. Ability to diplomatically communicate with all levels of airport tenant management. Ability to work with and develop complex 24-hours shifts schedules.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20	
\$1,151.00 - \$1,574.00 Biweekly	\$29,926.00 - \$40,924.00 Annually

OPENING DATE

MARCH 23, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

If you need special services or accommodation, please call 281/233-1515. The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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